WRRA Board Meeting

September 13 and 21, 2010, CRF Boathouse

In attendance: D.D. Meakin, Jeff Renston, Chrys Kozak, Emily Shurilla, Mark Shupe, Jim Ridge, Craig Gates, Sally Fahrenholz, Justin Kershaw, Erik Murdell, Jeff Scheid

Guests on Sept 13: Frank Campbell, Cara Sieberth

Sept 13 meeting began at 6:40 pm; Sept 21 meeting began at 6:45 pm

Move to Rivergate

Summary

- CRF has the keys to Rivergate!! The property was closed on September 13.
- We have fewer square feet at the new boathouse than current location.
- Tim McKenna has been leading the planning and efforts for equipment move and associated physical plant features, such as the fire suppression system.
- Architect is Jim Larsen.
- Craig will follow up with Tim McKenna and send information to the board.
- CRF has invited all members to a meeting at Rivergate on Monday, September 27 at 7:30 pm.

Head of the Charles Bids

Bids and equipment

- The WRRA bids accepted for Head of the Charles are a Women's 50+ 8 and a Men's 40+ 4. Lineups have been set.
- Independent/unaffiliated bids include several 2Xs and a Women's 4.
- Independent boats can use club equipment.
- WRRA oars can travel on a Wildcat trailer, but complete details for equipment transport are still to be finalized.

Treasurer's Report

Highlights and communication to members

- Board to decide how much and by what means to communicate treasurer's report to membership.
- Treasurer's numbers have not yet been compared to membership report.
- CRF rack fees still need to be allocated to specific programs.
- Coaching costs are under budget so far. We've had fewer coaches than planned, which may account for much of the difference.
- It was suggested that Justin review what we have been billed for by coaching staff. Admin time may be still to be billed for.
- Each program is operating with a positive balance.
- We will have outlays for Masters and FRL upcoming.
- We need to receive bills for labor on equipment maintenance. Craig will discuss with Scott.
- We need to review and summarize equipment budget issues, including capital expenditures, depreciation, general equipment purchases, such as cox boxes, radios, and balance remaining for future equipment purchases.

Program Finances

Budgets and Allocations for Specific Programs

- SRL is operating with a positive balance. The question was raised – how can this money be allocated and spent? What is the process for direction and decisions?
- Jeff Renston discussed this program budget issue with Jim Mack. A summary of key points is here:
    - While each individual program within WRRA is responsible for its own budget, the total profit (or loss) each year from all WRRA programs is combined into one WRRA account and is not available for each program's individual use.

- The purpose of a separate budget for each program is to track and account for the financial viability of each program, so that any necessary adjustments in program spending/income can be made each year, or during the year.
- Individual program chairpersons (eg, SRL chairs) can request from the WRRA Board adjustments in their own budget (eg, increasing or decreasing fees, or altering expenses), but such requests require approval of the WRRA Board.
- Furthermore, the WRRA Board has the sole authority to spend WRRA monies in any way it sees fit, including equipment purchases.
- In the past, all equipment (shells, oars, cox boxes, etc) has been purchased as WRRA equipment. No individual program (such as SRL, Masters, etc) has purchased its own equipment.
- The WRRA Board has determined which program is assigned which equipment.
- Finally, in the past, CRF has requested advances or loans from WRRA, due to financial shortfalls, usually occurring early in the year, to cover operating expenses, such as rent, utilities, property taxes, etc. Jim suggested that the WRRA Board keep this in mind and to consider maintaining some monetary reserve
- The WRRA Board may wish to amend the Charter to include this information for future reference.

Equipment

Status and Issues

- Craig will follow up with Scott on various equipment repair issues, including Mettler.
- Copies of the equipment list and Jim Mack's 3-year plan from Nov 09 were distributed to board from Cara Sieberth. The report, named ***WRRAEquipmentNov2009.pdf*** is included as a companion file to these minutes.
- This equipment list needs to be updated. Craig has offered to update it, after discussion with Jim Mack, Scott, and Justin.
- There is a recognized need for sculling equipment – we are at capacity and we cannot meet membership demand. Demand for a sculling program and equipment should be an agenda item for the annual meeting.
- Masters and Rec programs are also growing, and there is a need for equipment for those programs also.
- Chrys will research history of auctions to name boats as a possible revenue source for equipment budget.

Membership Report

Summary

- We need a membership chair – Emily is stepping down as of early November. It is not required that this position be filled with a board member.
- The current Membership report is included here as Appendix A.

Programs

Summary

- The Rec program has been a success! Chrys will send an email to Rec rowers asking for feedback and will report back at next meeting.
- SRL has priority for equipment. Chrys will talk to Mark re what equipment he has the Rec program using.
- It was noted that organized programs take priority for equipment over "buddy boats." (General sweeps).
- SRL chairs will be asked to continue their jobs again next year.
- Masters issues will be discussed at next meeting, including fees and use of sculling equipment.

Craig moved, D.D. seconded, voted unanimously – pay J. Gubeno full chair payment.

Survey

Summaries and Next Steps

- Emily has distributed a summary of survey comments through email.
- Survey results and action plans need to be communicated to membership at annual meeting. The full board needs to discuss and decide.
- We need survey results in a form that is easily understood – better analytics to be purchased.
- It's suggested that Justin, as Director of Coaching Development meet with rowers in a focus group format, before the annual meeting. Specifics on coaches could be covered at this meeting, if deemed appropriate.

Annual Meeting and Election

Annual Meeting and Election of New Board Members to occur in November

- An Annual Meeting open to the entire membership is required to occur during the first 10 days of November, with a 30-day notice to membership.
- Elections to the board need to occur at that meeting. The terms for 3 board members are up: Jeff Renston, Emily Shurilla, and Jeff Scheid. Rules relevant to board elections from the Code of Regulations are included at the end of these minutes as Appendix B.
- Information on the election will be sent out to membership from Erik.
- It is anticipated that the Annual Meeting could occur at the new boathouse.

Communication

Website Status and Review

- The website should be completed by the end of September and will need review by board before final release.

Fundraising

Future Fundraising Events

- WRRA will hold a Nautica Poker fundraiser in November or December, with proceeds to be applied to equipment.
- Chrys will present the IPhone App at our next meeting on Monday, October 4.

J Renston moved, C Gates seconded, and unanimous passage: Monies raised from SRL regatta will be allocated to the WRRA marketing budget.

September 21 Meeting

Communications with CRF

Member Communication on various issues

- Sally will find out when board meetings are and communicate to board so that a WRRA board member can attend the CRF board meetings and also get minutes. Sally will send WRRA minutes to Becky Osborne every month.
- WRRA board members are encouraged to attend Rivergate meeting on September 27 at 7:30 pm.
- Chrys will send an email to Kerry, Becky, and Doug requesting monthly meetings with CRF on any and all questions regarding operations Rivergate, which could be made open to all member organization representatives.

Budget and Program Finances

Decisions and Communication with Members

- The budget will be distributed to membership before annual meeting in the form Mark provided—profit and loss by class and program. We will ask members to send questions before meeting.
- Also to be included are main expenditures per program and how much money is left for equipment.
- Decisions are needed to allocate any funds left over from operating budget. Board to decide.
- Questions regarding club finances: What is the minimum amount we keep in reserve? The Code of Regulations specifies that Board makes the spending decision but we encourage ideas, etc. from membership, especially ideas that promote growth.
- On the issue of program revenues exceeding expenses, The Code of Regulations states that each program is required to operate and incur expenses only within the level of revenue with respect to that program. Program directors shall have the authority to recommend methods to increase revenue or decrease expenses with respect to their program which changes shall require the approval of the Board. In the event that a program has excess revenues at the end of the year, it may utilize those additional revenues for future expenses or to discount the next year's program dues as shall be approved by the Board.

Masters Program Status and Issues

Feedback from Masters rowers

- Survey answers and feedback to Board rep from women's masters show that the percentage of women's masters members voicing dissatisfaction with the program and coaching is noteworthy, given the number of total participants.
- The board discussed survey comments and other feedback from masters participants dealing with coach communication and general satisfaction with the amount of coaching received.
- Two central issues have been raised: 1. The level of competition in this program has increased; 2. Some participants feel as though they are not receiving the coaching that had been promised.
- Justin, as Director of Rowing Development, will ask Randy to have separate meetings with women's and men's masters to address their concerns.
- A focus group before annual meeting may also be held with masters rowers with Justin in attendance.
- We may need more coaches to work with masters program.
- To clarify a recent concern: The masters coach is not required to attend regattas, and any unused moneys set aside for coach's expenses for regatta attendance should be refunded.
- Men's masters participants are reasonably satisfied with coaching.
- More meters have been rowed this year in masters programs than ever before.
- Cox for Women's 8 for Head of Charles – the US Rowing fee will be paid directly from WRRA for the month of October.
- Requirement – Masters must pay sculling fee if they take out sculling boats to cover maintenance and insurance for equipment. Masters should not use sculling boats without having sculling fees paid.

Communication with membership regarding upcoming election

Election to be held at annual meeting

- Three board members to be elected at the next annual meeting. Jeff Renston, Emily Shurilla, and Jeff Scheid are stepping down from the board.
- The Code of Regulations states that there will be no more than 3 board members representing any one program.
- The breakdown for remaining elected board members is:
    - 2 from the Sculling program (Justin Kershaw, Craig Gates)
    - 1 from SRL (Chyrs Kozak)
    - 1 from Masters (DD Meakin)
- Sally will draft the email that Erik will send out to membership.
- Membership chair position still needs to be filled. There has been a suggestion that this position be paid.

Equipment

Further Inventory Needed

- We request an inventory of cox boxes, radios, lights, with condition of each.

Annual Meeting

Information to be provided

- Send budget and updated equipment list to be distributed to members. Craig and Justin will update the document for equipment list. Equipment purchases and budget need to be communicated.
- It's best to provide a historical membership report – tell folks in the mean time that the current report is interim only. A historical report will show trends. Projected numbers should also be provided.

Appendix A -- Membership Enrollment

As of September 12, 2010

Program	Enrollment as of May 3, 2010	Current Enrollment	Budgeted Enrollment
Child	8 Total	0	20 total limited members
Cox		11	
Coach		2	
Student		7	
General Sculling	20	31	45
General Sweeps	22	22	26
Learn To Row	118	118	142
Masters	41	42	49
Private Sculling	17	18	21
Rec	5	16	30
Rec 5-week	0	3	0
SRL	231	251	290
SRL 8-week	0	20	0

Appendix B
Provisions from the Code of Regulations relevant to election of WRRA Board Members

ARTICLE II
BOARD OF DIRECTORS

A. Management by the Board. The governing body of the Corporation shall be the Board of Directors. The Board of Directors shall have general supervision and charge of the property, affairs and finances of the Corporation.

B. Number of Directors and Term. The number of Directors shall be seven (7) to be elected by the voting members of the Corporation. Directors shall serve for a term of two (2) years with three (3) directors being elected in each even-numbered year and four (4) directors in each odd numbered year. Notwithstanding anything herein to the contrary, for the elections held at the annual meeting in 2007, three (3) directors shall be elected for a one (1) year term and four (4) directors shall be elected for a two (2) year term. Each Director shall hold office until his or her successor has been elected in the manner provided herein and has accepted such election. Any person who has served as a Director for five (5) consecutive terms shall be ineligible to serve as a Director for a period of one (1) year immediately following the completion of such consecutive terms.

C. Qualification for Directors. In order to be eligible to be a Director, a person must have been a member in good standing in the Corporation for (i) at least three (3) years which need not be consecutive and (ii) for the year during which they seek election as a Director. The Board of Directors may, however, grant an exemption to the requirement of three years membership for candidates that the Board judges to have shown unusual qualities, experience, and activities that render that individual or individuals particularly qualified to run for election to the board, providing that the board shall have approved the exemption(s) by at least a 2/3 majority of the full board and the candidate(s) granted an exemption has (have) had at least one year's membership in WRRA. In

addition, each person nominated as a Director must indicate the program(s) such person has participated in during the prior three (3) years, and at all times no more than three (3) Directors shall have been primary participants in the same program. This requirement shall be subject to change by the Board after two (2) years.

D. Election. The Directors shall be elected at the annual meeting of members. Notice of the annual meeting of members shall include a ballot and identify both the outgoing and nominated Directors and shall specify their program affiliations.